

Active Recruitment Officer

Do you want to join a fast-paced, international, student-led, social impact charity? Are you looking for meaningful voluntary experience and a community of like-minded, ambitious people?

As an Active Recruitment Officer, you will be part of Project Access' Talent & Culture Team. Our work at Project Access depends on the brilliant team of volunteers who work for us, and your role will be responsible for finding such people to join us. You'll work closely with **Mika**, our **Global Director of Talent & Culture**.

Responsibilities include:

- Implementing strategy to hire new Project Access volunteers. This includes reaching out to people on LinkedIn/other social media sites, and drafting recruitment emails
- Conducting active research to spot and recruit talent
- Assisting the Global Director of Talent & Culture in shaping our team's active recruitment strategy
- Collaborating with teams across Project Access and assisting with their recruitment needs

The ideal applicant is...

- An excellent communicator- you will be working remotely with Project Access teams spanning multiple time zones and will be responsible for communicating with applicants
- Creative- we are always looking for ways to improve our active recruitment, and want to hear your ideas about this
- Happy to speak with a broad range of people from diverse backgrounds

You will get...

- A unique opportunity to be at the forefront of the growth of our organization, helping us to recruit and engage new staff
- The ability to connect with Project Access alumni who work in a variety of fields. This is an excellent opportunity to network and develop close relationships with others
- Ownership and opportunities for growth from the start. You will be able to explore all areas of Talent and pursue your interests outside of your designated role
- Access to an incredible community of talented and ambitious students who work for Project Access
- A direct impact on the Project Access community and its mission

The position is an unpaid, volunteer role that will require **3-4 hours** of work per week, with flexibility during busy times of year (e.g. during exams).

If you have any questions, please do not hesitate to get in touch with Mika, Global Director of Talent and Culture (mika.sprenger@projectaccess.org).